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METHODS OF FILLING USAID/WASHINGTON VACANCIES

Priorities for Filling USAID/W Vacancies

The Agency fills its USAID/W position requirements through the use of Civil Service and Foreign Service employees.

1. Priority Placement Requirements

Before a position can be filled by any other means, employees in the following categories must be placed in the order of priority listed below:

1st priority - Reemployment of Civil Service or Foreign Service employees exercising reemployment rights.

2nd priority - Reassignment of Civil Service or Foreign Service employees with career status who are under reduction-in-force or abolishment of position notice.

3rd priority - Reassignment of Civil Service employees in a position scheduled to be downgraded.

2. Vacancy Review Process

After the priority placement requirements listed above are satisfied, any well-qualified employees who were demoted through no fault of their own are considered by the employing office. If the employing office has sufficient justification for not selecting a repromotion candidate, the Bureau for Management, Office of Human Resources, Personnel Operations Division, M/HR/POD, decides whether a position is filled by a Civil Service or Foreign Service employee. The determination must be based upon such considerations as position or Foreign Service rotation requirements or improved utilization of employees.